



CITY OF LONG BEACH  
DEPARTMENT OF LIBRARY SERVICES  
**EMPLOYMENT OPPORTUNITY**  
**ADMINISTRATIVE INTERN, NON-CAREER**  
LIBRARY STUDIO GUIDE  
\$16.11 per hour

**THE POSITION:**

The Department of Library Services is seeking interested candidates to apply for the position of Administrative Intern, Non-Career (Library Studio Guide) at the Library's Studio Makerspaces. The Studio Makerspace serves as a community workspace where people can meet, socialize, innovate and collaborate using technology and resources. Under the direction of a Department Librarian, the Library Studio Guide oversees the daily operations of the Studio Makerspace. Non-career employees are limited to 1,600 work hours per service year and are not guaranteed a minimum number of work hours. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits.

**EXAMPLES OF DUTIES:**

- Assist patrons with basic to advanced questions regarding Makerspace hardware, software, equipment, devices and research needs;
- Assist patrons with the use of public computers, visual, audio and interactive resources, including editing, production and creation of digital content;
- Provide and assist with maintenance, troubleshooting and inventory control;
- Provide and coordinate workshops, outreach, basic orientation and instruction for in-house and online library resources;
- Respond to general library inquiries regarding resources and services;
- Assist with maintaining good behavior and discipline within the Studio Makerspace;
- Keep up with the latest trends and updates in software, apps and DIY/makerspace culture;
- Filing, sorting and shelving books and other library materials in the FLC;
- Performs other duties as assigned.

Apply for this opportunity at:

[www.governmentjobs.com/careers/longbeach](http://www.governmentjobs.com/careers/longbeach)

This recruitment will close at **4:00 PM (Pacific Time) on Friday, September 2, 2016.**

The most qualified candidates will be invited to participate in further selection procedures. Incomplete applications or those that do not meet the minimum qualifications will not be considered.

**MINIMUM REQUIREMENTS:**

- Experience with HTML5, CSS, Final Cut Pro, In Design, Photoshop, Illustrator or similar software;
- Valid California Driver's License.

**SUCCESSFUL CANDIDATES WILL DEMONSTRATE:**

- Knowledge and ability to work with various mediums, including video and audio;
- Knowledge of 3D design software and 3D printing/printers;
- Strong interpersonal and communication skills and the ability to learn new technologies;
- Strong content creation skills (storyboarding, editing, production);
- Ability to provide positive customer service to a diverse population.

**DESIRED QUALIFICATIONS:**

- Bilingual ability in English/Spanish;
- College coursework or technical certificates that emphasize digital media;
- Students currently enrolled in a Master of Library and Information Science program are encouraged to apply.

***AN EQUAL OPPORTUNITY EMPLOYER,  
THE DEPARTMENT OF LIBRARY  
SERVICES VALUES AND ENCOURAGES  
DIVERSITY IN ITS WORKFORCE.***

If you require an accommodation because of a disability to participate in any phase of the selection process or require an alternate format, please call (562) 570-6110. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.